JOB DESCRIPTION

Technical Coordinator

Job Purpose

The Technical Coordinator is responsible for coordinating fabrication activities by ensuring accurate interpretation of drawings, smooth workflow between engineering and production teams, timely availability of materials, and adherence to quality, safety, and project schedules.

Job Responsibilities

- Coordinate daily fabrication activities as per drawings and schedules.
- Review and interpret fabrication and shop drawings.
- Proficient in AUTOCAD 2D/3D.
- Preparing the estimation, MTO/ BOQ based on the drawing.
- Coordinate with engineering, production and site activities.
- Ensure availability of materials, tools, and drawings before fabrication.
- Monitor fabrication progress and submit reports.
- Should be responsible for the site visit and prepare drawing as per site conditions.
- Identify and resolve technical and drawing discrepancies in line with the site activities.

Qualifications & Key Competencies

Experience

- Minimum 3–7 years of experience in steel MS fabrication and site installation work.

Skills & Knowledge

- Ability to read and interpret fabrication drawings
- Knowledge of fabrication and installation process.
- Knowledge of Material submittal/method of statement.
- Proficiency in MS Office
- Proficiency in language/ Strong communication and coordination skills
- Must have valid UAE driving license